

HISD | Becoming #GreatAllOver

Special Education Video/Audio Monitoring New Video Surveillance Request Process

1. Request submitted to campus principal, via Special Education Video/Audio Monitoring Request Form by one of the following authorized persons:
 - Parent/Legal Guardian
 - Board of Trustee
 - Staff Member
2. Campus principal emails the request to the Assistant Superintendent for Special Education.
NOTIFICATION TO BE DONE WITHIN THREE (3) SCHOOL DAYS OF REQUEST SUBMITTAL
3. Assistant Superintendent for Special Education approves or denies the request and notifies the campus principal of the decision. For approved requests, the Assistant Superintendent for Special Education follows the step below:
 - Sends email request with approval from Assistant Superintendent for Special Education to Facilities Services Security Maintenance Department at HISDSecurityCameras@houstonisd.org. If assistance is needed the department telephone number is 713-671-1750.**DECISION FOR APPROVAL/DENIAL TO BE DONE WITHIN TWO (2) SCHOOL DAYS AFTER THE ABOVE NOTIFICATION**
4. If the request is approved, Assistant Superintendent for Special Education scans and emails the signed request to the campus principal and Special Education Video/Audio Monitoring email distribution group at Spedvideo@houstonisd.org. Recipients include:
 - Superintendent of Schools
 - Chief Academic Officer
 - Assistant Superintendent for Special Education
 - Chief Operations Officer
 - Chief School Officers
 - Officer of Facility Services
 - Chief of Police
 - General Counsel

NOTIFICATION TO BE DONE WITHIN THREE (3) SCHOOL DAYS OF APPROVAL NOTIFICATION

5. Campus principal communicates the denied request to the requestor. For approved requests, the campus principal follows the step below:
 - Notifies parents and campus staff via Special Education Video/Audio Monitoring Memo that equipment will be installed:
 - Memo to parents with students in identified room
 - Memo to campus staff

NOTIFICATION TO BE DONE WITHIN FIVE (5) SCHOOL DAYS OF APPROVAL NOTIFICATION

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6. Facilities Services Security Maintenance Department walks the campus and completes the following:

- Room survey for video/audio equipment
- Design review of video, audio and surveillance

CAMPUS WALK-THROUGH TO BE DONE WITHIN SEVEN (7) SCHOOL DAYS FROM EMAIL REQUEST FROM CAMPUS PRINCIPAL

7. Facilities Services Security Maintenance Department requests quote(s) from vendor(s) based upon size of job.

TO BE DONE WITHIN SEVEN (7) SCHOOL DAYS FROM CAMPUS WALK-THROUGH

8. Facilities Services Security Maintenance Department requests funds from budgeting.

TO BE DONE WITHIN THREE (3) SCHOOL DAYS AFTER RECEIVING QUOTES

9. Budgeting allocates funds for Facilities Services Security Maintenance Department per request.

TO BE DONE WITHIN THREE (3) SCHOOL DAYS AFTER BUDGETING REQUEST IS MADE

10. Facilities Services Security Maintenance Department creates the shopping cart and departmental fund approval.

11. Information Technology (IT) approves shopping cart for technology approval.

TO BE DONE WITHIN THREE (3) SCHOOL DAYS AFTER FUNDS ARE ALLOCATED

12. Procurement creates the Purchase Order (PO).

13. Vendor receives Purchase Order (PO).

TO BE DONE WITHIN FIVE (5) SCHOOL DAYS FROM PROCESSING THE SHOPPING CART

14. Vendor orders video/audio equipment and cabling equipment.

15. Vendor receives video/audio equipment and cabling equipment.

16. Vendor schedules installation date with campus and notifies Facilities Services Security Maintenance Department.

17. Facilities Services Security Maintenance Department installs video/audio signage in predefined areas.

18. Vendor installs and tests video/audio equipment and cabling.

19. Vendor notifies Facilities Services Security Maintenance Department the installation of video/audio equipment is complete and operational.
20. Facilities Services Security Maintenance Department verifies that equipment installation and server configuration is operational.
21. Facilities Services Security Maintenance Department notifies campus principal and the email distribution group at Spedvideo@houstonisd.org, which includes the Chief Academic Officer, Assistant Superintendent for Special Education, Chief Operations Officer, Chief School Officers, Officer of Facilities Services & Chief of Police of completion.
22. Facilities Services Security Maintenance Department posts Goods Receipt (GR) to begin payment to the vendor.

TO BE DONE WITHIN THIRTY (30) SCHOOL DAYS AFTER VENDOR RECEIVES PURCHASE ORDER